

WATER CODE COMPLIANCE OFFICER

DEFINITION: Under general supervision, performs work of considerable difficulty in examining, investigating and evaluating permits/agreements and applicable modifications to ensure compliance with the Navajo Nation Water Code and the terms and conditions of Navajo Nation water use and well drilling permits and established rules and regulations; performs work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Monitors water use and evaluates permits, agreements, modifications, drilling reports, meter and water quality records, and other records to ensure compliance with the Navajo Nation Water Code and other applicable state and federal laws, rules, regulations and policies; provides technical assistance to permittees on water use for domestic, agricultural, industrial, construction, environmental remediation and other purposes; regulates and enforces the Water Code for these uses and related permits; explains and interprets the Navajo Nation Water Code and related laws and regulations; conducts field inspections to monitor compliance and follows up on non-compliant permittees and illegal water users; addresses water use and well drilling permit compliance issues; conducts field inspections to assist in compliance for wells, diversions and monitoring sites; responsible for assisting hydrologists and Water Code Administrator in permitting and regulating the use of groundwater and surface water; monitors commercial, industrial, construction, agricultural, private and government water users to ensure usage is properly reported and any applicable water fees due are paid.

Addresses drought and flood related issues, water theft, water use disputes and conflicts; coordinates disputed water related matters with hydrologists and Water Code Administrator; follows up on field investigations and coordinates with appropriate authorities for compliance; issues letters of delinquencies to all delinquent and chargeable water users for collection of water usage fees; consults with a variety of technical and/or professional specialists to obtain information; collects and analyzes information, reports and records; monitors and participates in the preparation of environmental and cultural resource protection compliance documents related to departmental operations and programs; makes presentations to chapters, schools, communities, contractors and industries; responsible for assisting in the implementation revenue generation policies and initiatives; assists in the preparation and monitoring of budgets; prepares required reports; conducts public meetings; carries out special projects as assigned.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of Navajo Nation Code and applicable state, federal laws and regulations affecting the program.

Knowledge of procurement and contracting policies and methods.

Knowledge of U.S. and Navajo Nation Environmental Protection Agency (EPA) requirements for water quality and waterway manipulation.

Knowledge of and experience in basic water volume and flow measurements.

Knowledge of basic water quality considerations for human and livestock consumption.

Knowledge of generally accepted office procedures, equipment, including computers, financial/office application software.

Skill and self-reliant in solo field work involving remote location compliance activity.

Skill in operating computer, standard office software including word processing, databases and spreadsheet files.

THE NAVAJO NATION

Class Code: 3025
Natural Resources and Parks Series
Water Code Compliance Group
Overtime Code: Exempt
Pay Grade: 64

WATER CODE COMPLIANCE OFFICER

Skill in gathering, consolidating, analyzing facts and drawing conclusions.
Skill in research and preparing complex technical reports.
Skill in effectively and clear communicating complex technical concepts, orally and in writing.
Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves significant amount of field work.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Resource Management or a closely related field; and four (4) years regulatory compliance related experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.